

**APPROVED 03/25/2010**

At 6:05 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter, Greta St Germain, and Annmarie Scribner; and Town Administrator Heidi Carlson.

Annmarie Scribner was acknowledged as the newest Selectman, elected on March 9, 2010, and newly sworn-in. She was welcomed to the Board.

**OLD BUSINESS**

1. Selectmen reviewed the meeting minutes for 11 March 2010. Some suggested changes were made by Hunter. St Germain moved to accept the minutes as amended. Hunter seconded and the vote was approved 2-0-1 with Scribner abstaining.

**NEW BUSINESS**

1. There was discussion about reorganization of the Board. St Germain said she would be the Board's representative to the Budget Committee again. It was decided that Scribner and Hunter would be the alternative ex officio representatives to the Budget Committee. It is believed that Hunter's appointment is with his term, and that only a new form would be needed for Scribner.

Hunter said that he would like to stay with the Planning Board. St Germain is already an alternate ex officio representative, and Scribner will be added as well.

St Germain moved to nominate Brett Hunter as senior member, as the Board's Chair. Scribner seconded and the vote was unanimously approved 3-0.

2. Selectmen began reviewing the appointments prepared by the Town Clerk.

At 6:30 pm the Town's newly elected Road Agent, Mark Pitkin, came in to meet with the Board. Introductions were done, and Pitkin was welcomed to the position. He talked briefly about the storm events of the past weekend and the problem areas that the Highway Department had addressed.

Pitkin told the Board a little about himself, his work history and family, and his other community involvement.

Highway discussion items:

1. The brush pile at the highway site needs inspection before Monday, as it is expected to rain that day, and can be burned. There was discussion about the process for inspecting the burn pile. Pitkin has already asked Chief Butler to inspect it. Hunter will look at it for the Board, and call Pitkin directly before Monday.

2. There was discussion about chipping trees roadside and having some drop off arrangements at the shed for residents who cannot get rid of brush from the storm blowdown. Pitkin did not think that they could arrange for pickup of all the roadside material (at private residences) due to lack of manpower and equipment and the total cost involved. He did suggest hiring someone to come in and chip trees already stockpiled at the highway site. Carlson will obtain some pricing in this regard.

Pitkin talked to the Board about hiring a log truck for a couple of days to come in and pick up the larger trees from town roadsides. He had gotten three prices from Fremont contractors (Costas Tonas, Joseph

Bolduc Sr, and Leon Holmes Sr) and said that Leon Holmes Sr had the lowest price by \$15 per hour. He is planning to have him do certain roads and expects it would not exceed two days next week. The Board was in agreement with this.

3. There was discussion about the statutes governing highways, Class VI roads, and other highway matters. Pitkin has copies of many of these, but with the recent storm, has not been able to review them fully yet. He was familiar with many aspects already. He also has copies of some of the Town's policies and regulations, and the useful resource book, "A Hard Road to Travel."

4. He indicated that between this storm and the windstorm, there were a lot of repairs that were needed. He said he was unplugging culverts with some trees that have floated during the recent high water events. He said he is doing this slowly so as not to overwhelm the water systems again.

He discussed the blocks on Scribner Road and how well they worked. He asked for the Town to talk with Betty Stanley about keeping them there short-term (through the spring); with an allowance for the fire road (which he will open on Friday). He said there is also a tree down in the fire access road, which they will cut it up and remove for fire access.

He said as of today, all roads have reopened, including Route 107. The area at Red Brook Road is still in need of repair to be done by NH DOT.

5. Pitkin said that he has talked with the current contractors about snow plowing arrangements for the rest of this season's work plan, and that he wants to be able to engage the same vendors for the next season. Pitkin discussed the insurance matters, and said he doesn't want to lose the vendors who have been plowing for the Town because they know the routes, the Town, and what is expected. He feels that Fremont has some of the best roads in the winter season.

St Germain discussed the recommendations received from the Town's insurance carriers regarding insurance coverage and who should have it. Currently NH Law requires that contractors with employees have Worker's Compensation, but owner-operators who are sole proprietors, are not required to carry it.

There was discussion about setting a general level for general liability insurance. Pitkin said he fully understood that the Town and the vendors need to be protected and said that he would like this to be taken care of first and foremost so that the work plan can be made.

There was discussion about past history and what had transpired recently. Pitkin suggested looking at what other towns do, in formulating a standard. He said that he wants the Town and the contractors to be able to make some arrangements for their future. He said that currently the trucks are committed to the Town and the Town sanders are in a couple of the hired trucks. He acknowledged that there are other options out there and he wanted to organize his winter equipment hire as soon as possible, and allow people to make arrangements, including obtaining any necessary insurance.

At 7:10 pm Don Gates stopped by to drop off a recycling rate sheet for a Maine recycling program for the Town to use as reference.

6. There was discussion about scenic roads, including that North Road is Fremont's only scenic road, as well as the distinguishing between Town and private property.

7. Pitkin said that on Treaty Court there are 8 to 10 trees laying down in the Towns' right of way. He said the base of the tree is on private property, but a mess would be left behind in the middle of the grass

if they cut the tree tops in the right-of-way. Carlson will contact the developer (who still owns much of this land) to discuss it further.

There was discussion about what to cut if the tree stump is on private property and the tree is in the right-of-way, and it was suggested that in each case the homeowner will be approached to clarify what can be cut.

8. There are 2-3 dangerous trees hanging near the wires on Middle Street and the corner of Pine Street, which Carlson has called in to Public Service of NH.

Leon Holmes Jr came into the meeting at 7:30 pm.

9. Pitkin asked about engineering assistance if needed. The 2010 Highway budget only carries \$500, which he knows will not get much work done. He said he might pick one or two projects this year and focus on those.

Carlson said she had briefly discussed this with Meredith Bolduc, as the Planning Board carries a few thousand dollars in professional services. There may be some financial assistance available here in conjunction with other work the Planning Board is doing. After some discussion, it was decided that Carlson would get some engineering pricing from the engineers that the Town uses on a regular basis, to compare, and make a decision on a few hours of assistance.

10. With regard to Highway Shed maintenance, it was discussed that the siding should be pressure-washed to remove the mold. There was discussion of options for this. With no water on site, a mobile unit is probably the best option. There is also some siding that needs to be repaired. Selectmen asked Pitkin to make a list of the necessary maintenance items and prioritize it.

Steve Harms came into the meeting at 7:40 pm.

11. Pitkin discussed the large pile of material currently stored at the highway shed, which needs to be screened. Carlson discussed the earlier RFP process from a couple of years ago. Pitkin said he would be interested in screening it to get the pile out of the way. He said that he felt the best way to go would be to put it out to bid again to avoid any misconception about the process. Carlson said she would refresh the document for review.

12. Pitkin said they would be doing shoulder work this next week, and that about 75 % of the work is done to get the Town roads repaired. He said they are also working on unplugging the culverts that have filled with debris with the high water.

13. Some longer-term projects that Pitkin has in mind include working on the Highway Department components of the Town's CIP and Master Plan. He said he would like to get more involved with the Planning Board; and also suggested it would be good for the Town to undertake some kind of road inventory to begin planning for future needs, as the roads won't last forever.

At 7:45 pm Neal Janvrin came into the meeting.

At this time, the Selectmen met with Highway Study Committee members Leon Holmes Jr, Mark Pitkin, and Steve Harms. Jack Downing was not available due to a family illness.

St Germain began by way of introduction of the Board members, and explained that collectively the Board is looking at some questions regarding equipment purchases, costs, and whether we can expand the shed area at the existing highway site on Danville Road.

She said it was a fact finding and information gathering task, with the research and information, and the Committee's recommendations being brought back to the Board of Selectmen.

The initial timeline is for this to happen by mid-September to be useful for the 2011 budget process.

Harms said that Hampstead pays winter contractors based on the length of the plow; and that there is some private equipment with Town plows on it. He also said they pay \$3 per hour on top of the wage rate for contractors that carry their own Workers Compensation insurance.

There was discussion amongst the group about building a maintenance building on the Highway shed site, and some pros and cons of purchasing additional Town-owned equipment.

Carlson distributed the preliminary information grid from last fall to Harms, Pitkin, and Holmes Jr for information. A site plan is also available for their use and was referred to for reference this evening.

Dates were set for upcoming Committee meetings on Mondays March 29, April 5, and April 19, 2010 at 6:00 pm in the main floor of the Town Hall.

At 8:25 pm Pitkin, Holmes Jr, and Harms left the Board's meeting. Pitkin set aside time to meet with the Board again next week.

At this time, Department Head Neal Janvrin came forward. He introduced new part-time police officer candidate Michael Malone.

Malone said he is a systems engineer; living currently in Derry. Chief Janvrin said that he has signed a three-year contract with the Town of Fremont. Malone talked about his interest in law enforcement and that he has the necessary time right now, indicating it is something he has always wanted to do. Selectmen reviewed Chief's Janvrin's letter recommending Malone for an appointment as a part-time police officer, and as a probationary police officer. Motion was made by St Germain to appoint Michael Malone as a probationary part-time police officer. Scribner seconded and the vote was unanimously in favor 3-0.

At 8:35 pm Malone left the meeting, thanking the Board.

Chief Janvrin discussed with the Board the failure of Article 13 at the Town Meeting to fund OHRV equipment. He said one of the items needed were 10 portable batteries. The cost is \$120 each. He is now looking to purchase these from his regular budget. Chief Janvrin presented a Purchase Order for \$1,200 for 10 batteries from Two-Way Communications. There was discussion about the vendor options. The Board approved this Purchase Order for the batteries, totaling \$1,200.

Janvrin left the meeting at 8:45 pm.

## **NEW BUSINESS CONTINUED**

2. Selectmen reviewed appointment forms as prepared by the Town Clerk for the upcoming year. This included the following renewal appointments:

Richard Butler, Fire Chief for one year  
Richard Butler, Heating Inspector for one year  
Richard Butler, Forest Fire Warden for one year (this appointment is already in place as it is a State of NH DRED appointment)  
William H Knee, Conservation Commission Member for three years  
John "Jack" Downing, Planning Board Member for three years  
Roger A Barham, Planning Board Member for three years  
Meredith A Bolduc, Zoning Board Alternate Member for three years  
Douglas Andrew, Zoning Board Member for three years  
John "Jack" Downing, Zoning Board Member for three years  
Nicole E Cloutier, Parks & Recreation Commission Member for three years  
Renee M King, Parks & Recreation Commission Member for three years  
Gertrude I Butler, Deputy Health Officer for one year  
Thomas A Roy, Health Officer for one year  
Aaron D Epstein, Emergency Management Director for one year  
Joyce C Booker-Janvrin, Assistant Emergency Management Director for one year  
Katherine Arsenaault, Deputy Town Clerk for one year  
Lori A Holmes, Deputy Tax Collector for one year  
Barbara B Bassett, Deputy Treasurer for one year

Part-Time Police Officers – new appointment forms with no expiration date

There was discussion about the change to the police department part-time officer appointments. A copy of the information from "Knowing the Territory" was provided to Scribner for review. Carlson confirmed that Attorney Ryan said that removal of the expiration date was OK so long as all stated they were part-time appointments.

G Reese Bassett – Part-time Police Lieutenant  
Robert F Allore – Part-time Police Patrolman  
Joseph A Gordon – Part-time Police Patrolman  
Jason L Grant – Part-time Police Patrolman  
Adam A Raymond – Part-time Police Detective  
Scott D Cole – Part-time Police Patrolman  
Renee King – Part-time Police Patrolman  
Renee King - Part-time Animal Control Officer

There was continued discussion about the Deputy Town Clerk and Deputy Tax Collector positions and the previously discussed combination of the Town Clerk / Tax Collector. St Germain offered that this combination of positions appeared to be the same as what had been proposed at Deliberative Session and effectively removed from the ballot.

There was discussion about the process for paying deputies and the hours worked and having more hours available during the day. It was understood that more daytime hours being available for tax issues was one of the goals. Carlson explained that the Board's agenda was too full this evening to ask either official in to discuss their plans for the coming year, and that she would try and do so for next week.

At 9:00 pm Parks & Recreation Commission member Jon Benson came into the Board's meeting.

There was general discussion about self-governing positions and the deputies and how that works. There was also lengthy discussion about the combination item that was presented by St Germain during the budget process and Deliberative Session.

Scott Marsh came into the meeting at 9:10 pm.

St Germain is concerned about the financial responsibility that the Board of Selectmen has, and losing the control of that oversight responsibility.

Scribner said the Clerk's Office is busier than people think; even though the revenues are down somewhat. She said that Kathy Arsenault is not yet familiar with the tax office, but is working with Scribner to learn.

Scribner said that she has been there and knows the workload in the Tax Collector's Office. She said that having (or planning to work) 15 hours per week would probably work out fine. She thought that given the twice per year tax billing, that it was likely to be a 15-20 hour per week job, but said this is a conversation to be had with Kathy Arsenault.

There was discussion about involving the officials in the conversation, and understanding the future plan. St Germain said she wished that they had come to the Board once the elections had happened to discuss this prior to the appointment forms being presented.

Scribner said that this was a conversation to be held with Lori Holmes and Kathy Arsenault. Carlson will try and set time next week from 8:30 to 9:00 pm for this meeting.

At 9:25 pm Jon Benson began a discussion with the Board regarding the prior agreement with the FAA for use of the ball field concession stand. Previously there was a \$500 fee for the five months the stand is used by the FAA, and Benson said this led to some problems regarding the storage of materials in the stand, and who else could use it during the "off" times.

He presented an updated draft of the Agreement that included no fees, and a day-to-day arrangement for concession stand use. He said that the Commission has figured out that it would be better to have not just one organization, thus take the word "rent" out of the agreement, and allow anyone to use it by arrangement, similar to the agreement use for the ball fields.

Benson said it will be a "use agreement" by the week or by the month. He believes this will allow the Commission to have more control over it and use it for Town events as well as other community events. The thought is that the community or the Town Parks & Recreation Commission should be allowed to use the building if they have a need for it.

Based on Benson's recommendations and the Commission's past experiences, the Selectmen agreed to the new form as presented by Benson. Benson said that he should be the contact person the FAA should come to ask any questions about the new agreement.

Benson thanked the Board for their time and he left the meeting at 9:35 pm.

At this time, Scott Marsh of Municipal Resources Inc (MRI), met with the Board. Joe Lessard was unable to attend this evening due to a conflict.

At 9:40 pm a motion was made by Hunter and seconded by St Germain to enter Non-Public Session pursuant to NH RSA 91-A:3 II (c) and (e) to discuss a pending BTLA case. The roll call vote was unanimously approved 3-0.

At 9:45 pm motion was made by Scribner and seconded by St Germain to return to public session. The roll call vote was unanimously approved 3-0.

Marsh provided an update on the appraisal information. A total of three proposals were received and they were discussed in terms of content. Proposals included:

Shurtleff Appraisal Associates Inc – Hampstead NH - \$6,875  
Rauseo & Associates – Canterbury NH – Range of \$5,625 to \$6,250 – Indicated that MRI feels that the greater number of hours will be needed.  
Fremeau Appraisal Inc – Manchester NH - \$7,200  
Spring Appraisal Company – Concord NH - \$7,500

There was discussion about the firms, location, history, and content. After discussion the Board accepted the Shurtleff Appraisal proposal. Chairman Hunter signed the proposal.

Scott Marsh left the meeting at 9:50 pm.

The Board discussed having the Treasurer and associated records being located in the Town Hall.

Selectmen in general discussed that there are a lot of things that need to be tightened up; Policies created, and that accountability is a good idea for the Town and all involved.

St Germain expressed concern about the self-governing and feels that it would be good to bring in new deputies, to expand on the base, and bring new vision into the mix. It was the overall consensus to invite the Town Clerk and the Tax Collector to the meeting next week.

#### **OLD BUSINESS CONTINUED**

2. Not all members had yet been through the MD&A report to accompany 2009 Audit Report. Board members will review and it will be placed on a future agenda. Carlson said the Audit is scheduled for mid-April, and to complete it by then would be acceptable.

3. Carlson has not yet received an estimate from NEMRC for the General Ledger software cleanup progress, and will contact the President again.

4. Jeanne Nygren had prepared an updated copy of the Safety Policy and accompanying memorandum for the new Board to sign. Members signed both documents.

5. Members had not had ample time to review the revised Fraud Policy, and it will be reviewed next week. Scribner was given a copy of the policy.

#### **NEW BUSINESS CONTINUED**

3. Selectmen reviewed the payroll \$26,394.32 (includes some quarterly stipends) and accounts payable manifest \$26,255.23 for the current week dated 03/19/2010.

Selectmen reviewed the folders of timesheets and vouchers for current week payments. St Germain moved to approve the accounts payable manifest of \$26,255.23. Scribner seconded and the vote was unanimously approved 3-0.

St Germain then moved to approve the payroll manifest of \$26,394.32. Scribner seconded and the vote was unanimously approved 3-0.

4. Selectmen reviewed the folder of incoming correspondence.

5. Selectmen reviewed and signed outgoing correspondence to Trustees of Trust Funds re: Police Cruiser Capital Reserve Fund request for disbursement of \$26,996 for the voted police cruiser purchase; and a letter to Jeff Padelaro of the Teamsters re: negotiating dates for the Fremont Police Union contract.
6. Selectmen returned to the appointment discussion. The Board decided that they would approve the Emergency Management Director appointment but wanted to meet with Aaron Epstein to discuss his availability and the recent disaster events.

Selectmen were comfortable with the reappointment of Barbara Bassett as Deputy Treasurer.

After review, a motion was made by St Germain to approve the appointments as follows; Richard Butler, Fire Chief for one year; Richard Butler, Heating Inspector for one year; Richard Butler, Forest Fire Warden; William H Knee, Conservation Commission Member for three years; John “Jack” Downing, Planning Board Member for three years; Roger A Barham, Planning Board Member for three years; Meredith A Bolduc, Zoning Board Alternate Member for three years; Douglas Andrew, Zoning Board Member for three years; John “Jack” Downing, Zoning Board Member for three years; Nicole E Cloutier, Parks & Recreation Commission Member for three years; Renee M King, Parks & Recreation Commission Member for three years; Gertrude I Butler, Deputy Health Officer for one year; Thomas A Roy, Health Officer for one year; Joyce C Booker-Janvrin, Assistant Emergency Management Director for one year; G Reese Bassett – Part-time Police Lieutenant; Robert F Allore – Part-time Police Patrolman; Joseph A Gordon – Part-time Police Patrolman; Jason L Grant – Part-time Police Patrolman; Adam A Raymond – Part-time Police Detective; Scott D Cole – Part-time Police Patrolman; Renee King – Part-time Police Patrolman; Renee King – Part-time Animal Control Officer. Scribner seconded and the vote was unanimously approved 3-0.

7. Selectmen reviewed and signed a lien release and a waiver notice for parcel 01-004, accepting the welfare settlement payment of \$500.

8. The April Newsletter was reviewed and approved for publication.

9. The Board began discussing a goals list for 2010. It was decided this will be a “working” list and items will be added or removed as is appropriate for the progress. For now, the discussion items include: completion of the Fraud Policy, Ethics Policy, and Employee Manual; seeing through to the end result of the Highway Study Committee’s work; updating the Town’s website; inviting NH LGC’s Wynette DeGroot in to meet with the Board and review the items which are most important to get done first; completion of an Investment Policy; records backup and data storage; and organization of the Treasurer’s office and records to be placed within the Town building.

10. Selectmen reviewed the Treasurer’s Delegation of Deposit Authority pursuant to NH RSA 41:9 VIII that had been drafted by Treasurer Kimberly Dunbar. There was discussion about those persons legally authorized to deposit town funds pursuant to the Statute. This includes only the Treasurer, Tax Collector, and Town Clerk as bonded Town Officials. The Board accepted the version of the Delegation that included the Treasurer, Town Clerk, and Tax Collector. A new copy with updates will be prepared for signatures next week.

11. Selectmen then discussed having a Town Investment Policy pursuant to NH RSA 41:9 VII. Carlson will send the Trustee of Trust Funds Investment Policy to the Treasurer for her use, as well as check and see if she is working on the Investment Policy or if Carlson and the Board should draft one from the samples obtained.



12. The Board discussed computer system oversight including an updated listing of all passwords and other access information compiled and stored in a secure, off-site location. It was suggested that there should be an SOP about how to access any of the Town's computers, perhaps organized by Department.

13. Carlson distributed the monthly budget trending report from February to update all Board members; as well as a full budget report, which now includes the appropriation amounts in each line item.

14. There was a brief discussion about combining all of the Town's software systems, including all of the accounting, Tax, and Town Clerk programs. There was also discussion about back-up and storage of Town Records.

15. Carlson advised the Board that the Energy Committee is proposing to hold an open house / ribbon cutting at the Fremont Safety Complex to follow-up on installation of the solar panels, as well as highlight the grant for the insulation work, also complete. The Board thought this was a fine idea and felt that the Energy Committee could proceed. Board members will try to attend, depending on when it is scheduled.

16. Selectmen reviewed and signed a Yield Tax Warrant and Certification in the amount of \$80.25 for parcel 03-169.029 owned by Robert & Diane Lasonde. This was forwarded to the Tax Collector.

17. The updated CIP was distributed to Board members. This covers 2007 through 2012.

18. Carlson proposed the date for Spring Bulky as Saturday May 22. This has been confirmed with Mark Pitkin and Leon Holmes Jr with regard to using the highway site, and their availability. The Board was fine with this date.

19. Some additional background material was provided to Annmarie Scribner on other on-going matters, as well as information discussed in recent weeks.

#### **NEXT WEEK**

The next regular Board meeting will be held on Thursday March 25, 2010 at 6:00 pm. The Purchasing Policy "open session" will be held at 7:30 pm.

With no further business to legally be brought before the Board, a motion was made by Hunter and seconded by Scribner to adjourn the meeting at 12 midnight. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator